Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
1	Capacity of dvd is _____	700 Mb	4.7 Gb	10 Gb	None Of Above	B
2	Caps Lock on means-	All text capital	All text small	Only first character capital	Only first character small	A
3	CD & ---------- disk are example of optical disk	Floppy	Hard Disk	Pen Drive	DVD	D
4	CD stands for _____	Circular Disk	Compact Drive	Circular Drive	Compact Disc	D
5	Characteristic of artificial intelligence _____	Can Think	Take Decisions	Both A And B	None Of Above	C
6	Change the _____ to create a document in wide format	Page Orientation	Page margins	Paper Style	Paper Source	A
7	Change the ⋮ ⋮ ⋮ ⋮ ⋮ ⋮ ⋮... to create a document in wide format	Page Orientation	Page margins	Paper Style	Paper Source	A
8	Click _____button to clear all the Tabs from the Tab stops list	Clear	Clear All	delete	cut	B
9	Clipart pane will appear on the_____side of the screen	Top	center	right	Left	C
10	Color and pattern used to fill a closed shape is called _____	Shape	WordArt	Fill Style	Fill Back	C
11	In MS Excel 2019 which group contains the sort & filter, find and select options ?	alignment group	font group	cells group	editing group	D
12	In MS Excel 2019 which group contains the wrap text, merge and center options ?	alignment group	font group	cells group	editing group	A
13	In a single worksheet we have _____ Columns	16,384	15,584	13,384	12,284	A
14	In a workbook default sheet names are displayed on _____	Sheet panes	Sheet cells	Sheet Tab	Sheet Templates	C

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Ans.
15	In a Worksheet, Actual Data is entered in _____	Column	Row	Line	Cell	D
16	If we want a slide show to run from the current slide then click _____ button.	From beginning	From current slide	Run	Start from beginning	B
17	If we want to run slide show from the first slide the steps we should follow are	F6 - slide show - start slide show - from beginning	from beginning	Slide show - from beginning	Slide show - start slide show - from beginning	D
18	If you ____ a slide it will not be shown in the full screen slide show.	show	close	hide	exit	C
19	If you do not wish to show particular slide in slide show, _____ command can be used	Delete	Hide	Show	None of Above	B
20	If you make the changes in _____ the changes apply to whole presentation.	Slide Show	Slide sorter	Slide Master	None of the above	C
21	A search engine is used to get information from internet.	True	False			A
22	A search tool is a program that finds _____that match keywords that you enter.	Server	Client	Network	Web Site	D
23	A search tool is a program that finds web sites, web pages and internet files that match keywords that you enter.	TRUE	FALSE			A
24	A web page retrieved using a ____	HTML	Modem	MS Access	Web Browser	D
25	A website is a complete collection of pages and folders.	TRUE	FALSE			A